

Q & A Relating to IVRS Establishment Grant Request For Proposal

June 24, 2008 Update

| | Question | Answer |
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| 1 | <p>What statistics or County outcome data are you referring to under goals and objectives on p.4, section 1.2B and Section 3.2. Where do we find this outcome data for each county? Are we allowed to ask the local IVRS office for such data?</p> | <p>Applicants are encouraged to contact identified partners (including IVRS area office) for their input and data. CRPs are encouraged to report their quality assurance data that they use for program improvement activities. This program evaluation data will be critical for a thorough analysis of grant awards.</p> <p>Part of the application evaluation criteria is the level and quality of data analysis/research done by contacting/working with IVRS, counties, schools, IWD for number of individuals in need of the service and project out across three years.</p> |
| 2 | <p>p.4; letter C; Logic Model ¿ are those the required goal statements and outcome measures for this project? ¿</p> | <p>The Inputs and Outputs noted on the Logic Model are the minimum target for outputs and measures for each goal/objective.</p> |
| 3 | <p>Must the non-federal match be in cash? What are acceptable revenue types that can be utilized to be applied toward the match?</p> <p>Can service fees dollars generated through provision of menu of service to IVRS clients by CRP be included in the match?</p> <p>How does the match change as federal amounts decrease each year?</p> <p>What is allowable under match?</p> <p>1.4 on pg.6 Who is responsible for the match?¿</p> | <p>Non-federal match for establishment grants must be in the form of cash.</p> <p>Service fee revenues can be used as non-federal match.</p> <p>The match percentage (21.3% non-federal to 78.7% federal) does not change during the term of the agreement. The total federal financial participation percentage of staffing expenditures decreases during the term of the agreement. Example: total annual program expense equals \$1,000.00 first year non-federal match equals \$213.00 federal share equals \$787.00; second year the federal financial participation drops to 75%, non-federal match equals \$159.75 and federal share equals \$590.25; the third year drops to 60% ;the fourth year drops to 45%.</p> <p>Match must be in the form of cash (or check), must be non-federal funds, and must not be used to match other federal programs.</p> <p>The contractor is responsible for supplying non-federal match.</p> |
| 4 | <p>Is staff mileage expense covered by grant? (fringe benefits) 4.3 cost proposal (p.20)¿</p> | <p>Mileage is not allowable on an establishment grant. Mileage is considered to be an ongoing operating cost and ongoing operating costs are not allowed.</p> |
| 5 | <p>How many people does VR serve who fit this program in each</p> | <p>This requires applicants to collaborate with partners and do a thorough</p> |

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| | county? | analysis of the need in the county. What are the schools telling them? What are the counties telling them? What does IWD tell them in terms of the number of unemployed with disabilities? They need to do their homework. Also, please see the answer to question #1. |
| 6 | Do adult IVRS clients need to meet IVRS requirements of working 20 hours a week at minimum wage to count as successful employment? | Yes, they do. If the client has a disability-related reason that limits the work hours per week between 10 and 19 hours, the local team will have to obtain approval to request to exception to policy in writing. |
| 7 | Can CRPs select the counties for which it will write a proposal? (P.g Section 1.1) Is the application by a CRP one application to serve more than one county, or is it one application per county? | Yes, a CRP can select the counties to be served, and an application can cover multiple counties. Grants will only be awarded where there is the greatest need. So if a CRP only writes for counties already served, the grant will not be awarded for those counties. |
| 8 | p.3, Section 1, How many people eligible for services in each county? Is IVRS going to fund supported employment services to transitioning youth? | IVRS will provide funding towards SE only if that is determined appropriate services by the IVRS counselor and long-term follow up funding or long-term personal supports have been identified. This grant is designed to assist in capacity building to serve transition age youth as well as adults in need of SE services. The staffing team and the VR counselor will work with the local team to agree on the job readiness, etc. They need to do their homework with the schools. (Please see #s 1 and 5) |
| 9 | What is meant by a virtual office structure? | The purpose of virtual office structure is to lower the cost for the applicants, while client accessibility is necessary. Example of virtual office could be employee's home, churches and community action agency provided to the applicants at no costs. A virtual office allows the entity serving the county to meet with clients via: ICN, webcasts, telephone, etc. When in person meetings are necessary arrangements with local libraries, Chambers of Commerce, etc may allow for meeting space while minimizing duplication of physical structures (offices.) Virtual office structure would reduce over head cost, and still makes it accessible to clients, if the setting is right. |
| 10 | p.4 Is travel to and from Des Moines for quarterly reviews an allowable cost? | Travel is also considered an ongoing operating expense so is also not allowed under an establishment grant. |
| 11 | Explain the Logic Model what is this? | If entities request training please contact Tomoko Yajima (515-725-7825, or tomoko.yajima@iowa.gov) and she will provide an ICN training based upon those requesting assistance. |
| 12 | What are the baselines to address for this project? | Baseline information should be drawn from the data already identified in other questions that will give us a starting point (Please see answers to questions # 1 and 5). IVRS will establish expected measures. Logic |

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| | | models should be submitted with the information from the CRP, but IVRS may adjust those measures based upon all data. |
| 13 | <p>Are indirect costs allowable for contractor match?</p> <p>What costs are considered indirect?</p> | <p>Staffing costs and equipment costs directly related to the establishment, development or improvement of the CRP program are allowable. Indirect costs are not allowable for reimbursement.</p> |
| 14 | <p>E. Letters of support</p> <p>Please clarify Do we need 3 letters of support or one from each entity (4)?</p> | Letters should represent three out of four categories |
| 15 | <p>Section 3.2 (h) In the RFP page 9 does not appear to address number of students or LEAs. Where do we find the data/information referenced?</p> | Please contact the schools in the county to be served to identify the student population. Please also see # 1 and #5. |
| 16 | <p>How much of attachment K has to be submitted as part of the proposal? Not finding clear direction on what are the elements of a complete proposal. In several places it talks about items that will be required after the start of a project selected for funding.</p> | <p>Refer back to program requirements and definition as part of attachment K. If that does not help, contact TY. If you have specific questions about items required after project selection, please contact TY. The following are required of a completed proposal:</p> <ol style="list-style-type: none"> 1. Logic Model 2. Budget 3. Budget Narrative 4. Contract Attachments signed 5. Summary of data sources, data per source, and contact person per source that outlines need. <p>Please see Sections 3 and 4 for detailed information to be included in the proposal.</p> |
| 17 | <p>What is Attachment L?</p> | This is an error. There is no Attachment L. |
| 18 | <p>Pg. 25, item #22 refers to Statement of Work (Attachment A). That attachment, however, is titled Contract Declarations & Execution. Please clarify. Also, please give guidance on what is to be done with the Attachment A and how it is to be included within a complete proposal.</p> | Pages between 23 and 43 represent actual contract we will issue. On Page 25 refers to the Attachment A, which will be Statement of Work (which includes Logic Model, Budget, Budget Narrative), that you will attach to the contract. That is why it does not reflect the RFP attachment. |
| 19 | <p>Page 44 of RFP Attachment B Establishment Grant Budget. Is this a sample, or are these the pre-determined limitations?</p> <p>This form mentions the positions of Job Development Specialist and Job Coach. Are these to be viewed as the only positions/job titles eligible for grant funding?</p> | <p>Yes, that is just a sample budget and the dollar amounts are irrelevant. It's just an example of how the budget should look.</p> <p>I believe the Job Development Specialist and Job Coach positions are also just examples.</p> |
| 20 | <p>Is there a maximum dollar amount that can be requested? Per county? Per proposal? Per CRP?</p> | There is no maximum request. Counties are not allowed to have Establishment Grants. |

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| 21 | <p>öPlease clarify what is meant by -staffing costsøwithin the following table in the RFP. Does this include staff wages? Fringe benefits? Equipment?</p> <p>100% of staffing costs for the first year 75% of staffing costs for the third year 60% of the staffing costs for the third year 45% of staffing costs for the fourth yearö</p> | <p>Staffing costs includes staff wages and fringe benefits. Equipment is also allowed. Those are the only 3 allowable costs in an establishment grant.</p> <p>The drop in percentages does NOT apply to equipment.</p> |
| 22 | öPg 5: why not fund indirect costsí due to increased expectations of travel, training, and program reporting? | Indirect costs are considered ongoing operating expenses, which are not covered under an establishment grant. |
| 23 | öWhat is the CPC wonø agree, in writing, to provide follow-along support or long-term job coaching?ö | Identify natural support or other resources to support consumers on long-term support. For natural supports the CRP must provide a copy of the training they will provide to the business and how they will establish those supports and long term consultation to those businesses. |
| 24 | öHow does the contract period of October 1, 2008 affect Goodwillø last year of the current contract? In Section 1.1, line a, you state -the program is not replacing the same program operated by the grantee in the counties identifiedø The RFP opening date would seem to do this. Please clarify.ö | For the CRPs that are participating in the existing establishment grant are eligible to apply for this grant. Please refer to the Program Requirements 1.2. |
| 25 | öPg 15: 3.3.2 what do you mean -reporting outcomes by county/congressional districtø? | This means that business data and placement outcomes should be reported by county. Also we ask to identify legislative/congressional district for each identified county. |
| 26 | öPg 16: 3.3.5 what is this referring to?ö | Brochures, flyers, Website information and other marketing materials regarding this grant project CRP will offer should be made available for consumers/professional for the purpose of informed choice. Such materials should be made available within three months after the date of award and continue throughout the contract period. |
| 27 | öPg 16: 3.3.7 what is the purpose of this requirement and why report monthly? Where are the trainings offered monthly?ö | Provide documentation of certifications and accreditations regarding CRPs staff and expertise in providing the service. Please provide information only if it is new information on monthly basis. |
| 28 | öPg 18: what is the purpose of 4.2.4.2., 4.2.4.3, 4.2.4.6., 4.2.4.11, and 4.2.4.12?ö | 4.2.4.10 ó this needs to be taken out, as no subcontracting is permitted. These questions help the state to correctly classify the contractor for tax reporting purposes. |
| 29 | öWhat is the purpose of attachment F and when has this been used in prior RFP?ö | This attachment is suggested to be included by the Iowa Attorney General and by the Iowa Department of Administrative Services. The purpose of the attachment is to allow IVRS to gather information about |

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| | | <p>the prospective vendor that will help in deciding which vendors to contract with and enable IVRS to perform a reasonable level of due diligence to regarding possible vendors.</p> <p>This attachment has not previously been used by IVRS.</p> |
| 30 | öWhat happens if efforts are made to collaborate and the other partner does not respond?ö | Collaboration presumes that entities work together in a <u>joint effort</u> to achieve common goals. Without collaboration the project will not be successful and as such does not meet the requirements of the grant for funding. |
| 31 | öWhat is meant by micro-enterprise development?ö | This was an error, and will be removed from this RFP. |
| 32 | öWhy do you need the name of the auditing firm? We can state that we have annual audits preformed.ö | IVRS does not need to know the name of the auditing firm in the proposal. |
| 33 | öRelease of information: this needs to be specific as to the reason requested. ö | When clients are referred to the local team including your agency, release forms have to be signed by the clients for the team members to exchange information regarding the client. |

(End of questions)